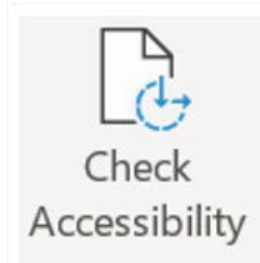


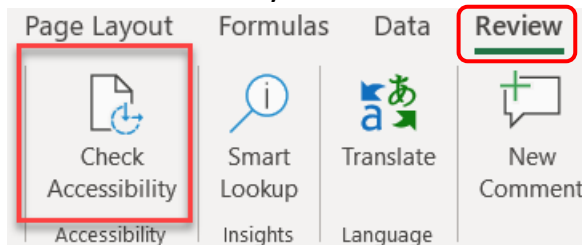
Accessibility Check feature in Microsoft.



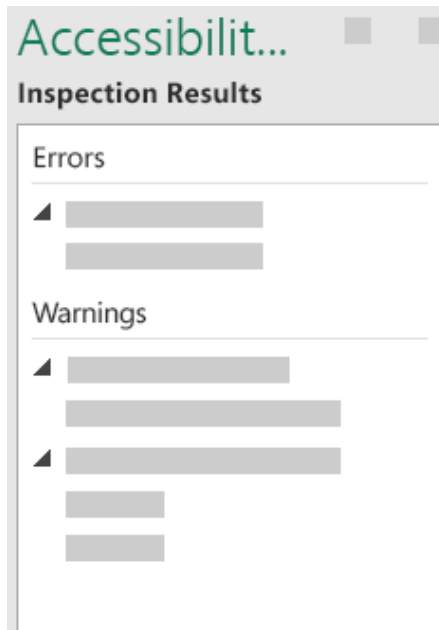
- **Note:** This feature is available on all variations of Windows Office including Web and macOS versions.

How to access it from the program?

1. On the second top ribbon, select the **Review** tab, then select **Check Accessibility** button in the accessibility section.

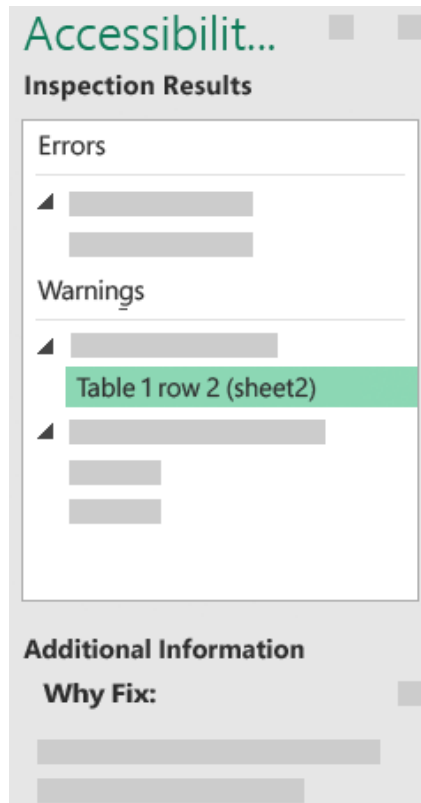


2. You will see a list of errors, warnings, and tips with how-to-fix recommendations for each in the right side of the screen.

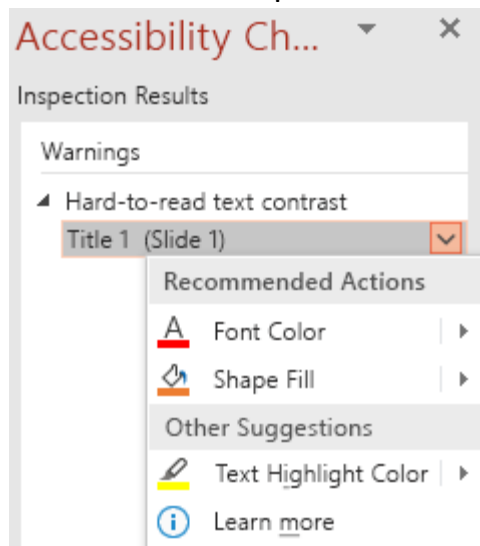


Fix recommendations with ease

1. To easily address accessibility errors and warnings, select an issue to open the **Recommended Actions** list.

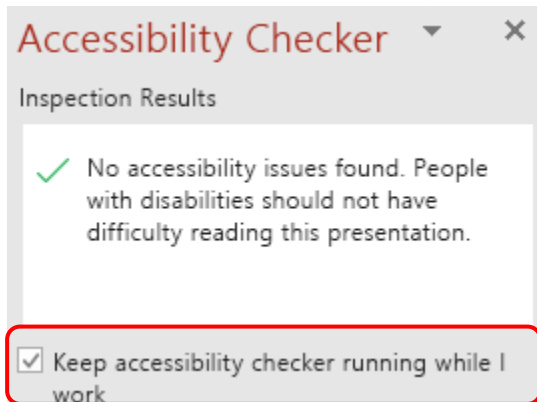


2. You can apply a **one-click fix** by selecting an action or select the arrow button next to action for more options.

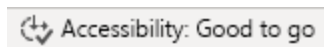


Check accessibility while you work

1. To be notified of accessibility issues in your document as you continue working on it, select the **Keep accessibility checker running while I work** check box.



2. This adds the **Accessibility button** to your status bar and keeps track of accessibility issues in real-time.

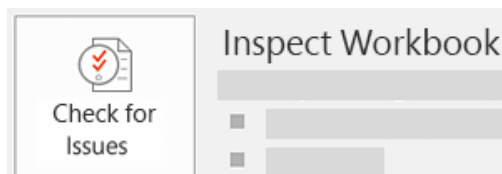


3. You can open the **Accessibility Checker** whenever you want by selecting the status bar button.

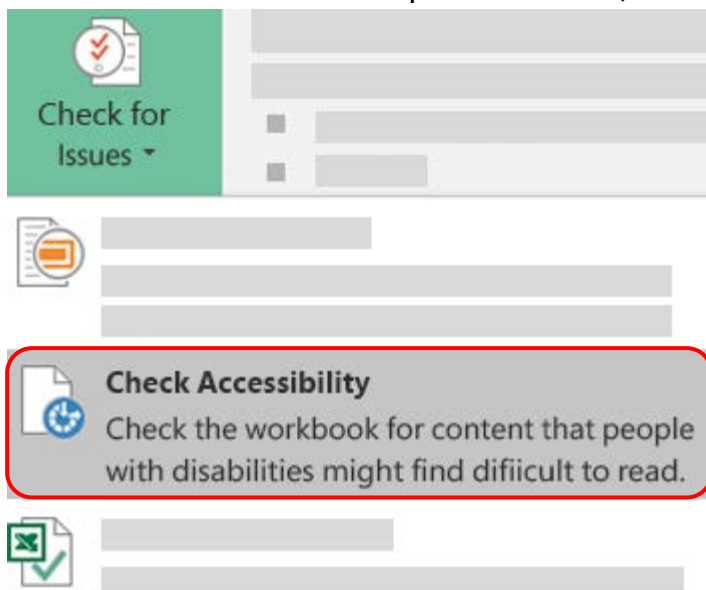
Do not see Accessibility Checker?

If you do not see the **Check Accessibility Button** on the Review tab, you might have an older version of the program. Follow these steps to open the Accessibility Checker:

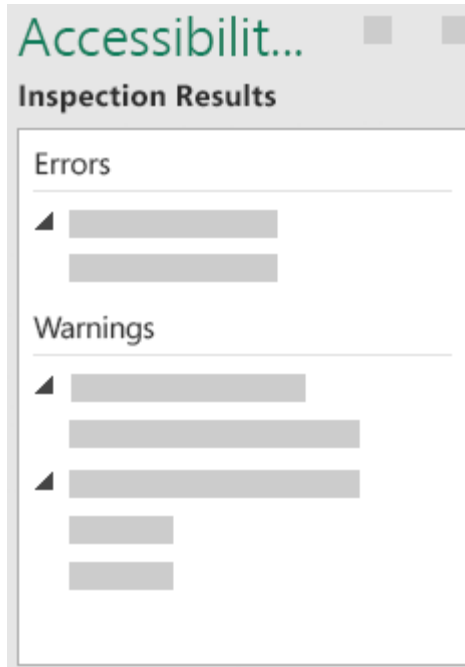
1. Select **File**, then **Info**.
2. Select the **Check for Issues** button.



3. In the Check for Issues drop-down menu, select **Check Accessibility**.



4. The **Accessibility Checker** task pane appears next to your content and shows the inspection results.



5. To see information on why and how to fix an issue, under Inspection Results, select an issue. Results appear under Additional Information, and you are directed to the inaccessible content in your file.